



Department of Defense INSTRUCTION

NUMBER 1225.8

April 1, 1996

ASD(RA)

SUBJECT: Programs and Procedures for Reserve Component Facilities and Unit Stationing

References: (a) DoD Directive 1225.7, "Reserve Component Facilities Programs and Unit Stationing," March 18, 1996
(b) Title 32, United States Code
(c) Title 10, United States Code
(d) [DoD Instruction 4000.19](#), "Interservice and Intragovernmental Support," August 9, 1995
(e) DoD Directive 5125.1, "Assistant Secretary of Defense for Reserve Affairs," March 2, 1994
(f) DoD 5025.1-I, "DoD Directives System Annual Index," March 1995, authorized by DoD Directive 5025.1, June 24, 1994
(g) DoD Financial Management Regulation, 7000.14-R, Volume 2B, "Budget Presentation and Formulation," May 1994, authorized by DoD Instruction 7000.14, November 15, 1992

1. PURPOSE

This Instruction under reference (a) provides:

1.1. Guidance for administering the facilities and unit stationing programs of the National Guard (Army and Air) and the Reserves (Army, Marine Corps, Navy, and Air Force) (hereafter referred to collectively as "the Reserve components").

1.2. Organizational structure and responsibilities of the Joint Service Reserve Component Facility Boards.

1.3. Real property acquisition methods, joint construction, and design criteria for

the Reserve components.

1.4. Reserve component facilities functional criteria.

1.5. Criteria for joint Federal and State agreements covering contributions of Federal funds to the States for National Guard facilities.

1.6. Instructions for the Reserve Component Military Construction Unfunded Proposals Report.

1.7. Procedures for placement of Reserve component units in local communities.

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD) and to the Military Departments. The term Military Services, as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard (under agreement with the Department of Transportation when it is not operating as Military Service in the Navy).

2.2. Does not limit the rights of Governors of States to fix the location of units of the National Guard of the United States within their respective borders, as authorized by Section 104(a) of 32 U.S.C. (reference (b)) and Section 18234 of 10 U.S.C. (reference (c)).

3. POLICY

It is DoD policy, under DoD Directive 1225.7 (reference (a)), subject to the overall national defense needs of the United States and the availability of appropriations, to:

3.1. Provide new and replacement facilities needed to support the missions of the Reserve components in the most economical manner to meet operational and training needs.

3.2. Execute an agreement that establishes the equities and obligations therein between the U.S. Government and each State, when a military construction project to be constructed on State-owned land is supported by a Federal contribution.

3.3. Maximize both joint construction and common-use areas within joint facilities when practical and economically advantageous.

3.4. Require the Military Departments to participate in a Joint Service Reserve Component Facility Board in every State, Territory, and the District of Columbia to ensure maximum practical joint construction for meeting Reserve component facility requirements.

3.5. Require the Army National Guard Joint Reserve Component Facility Board member appointed by the State Adjutant General be the recordkeeper for the board.

3.6. Require an active component to provide replacement facilities when it displaces a permanently housed Guard or Reserve unit or activity if the facilities from which the Guard and Reserve unit was displaced are needed to train for wartime missions. The active component shall provide replacement facilities consistent with current Reserve component criteria, the unit's training requirements for wartime missions, and authorized strength. Replacement facilities must be acceptable to the chief of the Reserve component of the unit being displaced and meet authorized space and functional area requirements.

3.7. Require adequate project scopes and cost estimates for Reserve component military construction budget submissions.

3.8. Acquire land only when there is a clearly demonstrated need.

3.9. Require the number of Reserve component units located or to be located in a local community to be no larger than the number that reasonably can be expected to be maintained at authorized or required strength in accordance with Section 18234(1) of 10 U.S.C.(reference (c)).

3.10. Require that the manpower potential of the area to be reviewed to determine adequacy for meeting and maintaining authorized officer and enlisted strengths. Considered in the review shall be the number of persons living in the area who are qualified for membership in and have job skills required by those Reserve units, in accordance with Section 18234(1) of 32 U.S.C. (reference (b)).

3.11. Require the provisions of subsections 3.8. and 3.9., above, and 3.12.,below, and DoD Instruction 4000.19 (reference (d)) to be met before making expenditures for a Reserve component facility, in accordance with Sections 18233 and 18234 of reference (b).

3.12. Require any plan for placement of Reserve component units or facilities in a local community ensure the greatest practicable joint facility use in accordance with Section 18234(2) of reference (b).

3.13. Require a Military Department, when formulating a plan for the allocation of a Reserve component unit to a local community, where one of its units did not exist, or when considering an increase in structure or number of existing units, to coordinate proposed locations with the Secretaries of the other Military Departments.

3.14. Require the Military Department, through command channels, to consider the advice of all military and civilian agencies concerned with Reserve component facilities, including the Joint Service Reserve Component Facility Boards.

3.15. Require the selection of a host Reserve Service and establishment of minimum standards for each Joint Reserve Base and/or Installation and/or Enclave. A Joint Reserve Base and/or Installation and/or Enclave is defined as having more than one service or component.

3.16. Require an Inter-Service Support Agreement (ISSA), Memorandum of Understanding or Memorandum of Agreement as applicable under reference (d), between host and tenant organizations on each Joint Reserve Base and/or Installation and/or Enclave. The ISSA must address:

3.16.1. Support requirements to include what support will be provided on a reimbursable basis.

3.16.2. The basis for determining reimbursement amounts, and the billing and payment process.

3.16.3. The minimum standards established by the host Military Department in accordance with subsection 3.15., above.

3.16.4. All requirements above the host Military Departments minimum required standards.

3.16.5. Pooling non-deployable support for maximum efficiencies.

3.16.6. The use of only one Federal civilian personnel office, security office, fire department, contracting office and base support office for each Joint Reserve Base and/or Installation unless a better value is available.

3.16.7. Methods to maximize value and life cycle costs effectiveness by privatizing or obtaining from municipalities services such as refuse collection and disposal, sewage treatment, water supply and treatment, fuel storage and supply, utilities, heating and cooling.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense (Personnel and Readiness) shall:

4.1.1. Be responsible for analyzing and developing policy, and promulgating plans, programs, actions, and taskings for Reserve component facilities and Joint Installations and/or Bases and/or Enclaves consistent with DoD Directive 5125.1 (reference (e)) and shall resolve cases when complete coordination may not be effected under subsections 3.12. and 3.16., above.

4.1.2. Ensure that the Military Services properly establish a host Reserve Service and provide adequate support to Joint Reserve Bases and/or Installations and/or Enclaves.

4.2. The Secretaries of the Military Departments shall:

4.2.1. Establish plans, programs, budgets, and accounting procedures to support facilities construction and maintenance programs; develop and maintain adequate management information systems to effectively control the use of appropriated funds for supporting approved facility programs; report design and construction progress; and provide required reports on Reserve component facilities, including a biennial Reserve Component Military Construction Unfunded Proposals Report.

4.2.2. Provide required facilities based on authorized strength of assigned units, quantity and type of equipment and supplies, and established facilities criteria, according to Section 18234 of 32 U.S.C. (reference (b)).

4.2.3. Require Reserve component chiefs to certify that Reserve component units have been approved for stationing and that unit total on-board strength for proposed Reserve component facilities is adequate to ensure full facility use. It shall be a requirement that the total actual onboard strength be a minimum of 75 percent of the total authorized strength prior to submission of the budget request to OSD.

Waivers to this requirement may be granted by the Secretaries of the Military Departments or their designees.

4.2.4. Execute agreement and contribute Federal funds to the States for National Guard facilities consistent with applicable law and policy.

4.2.5. Issue licenses or permits for the use of Reserve component facilities by others as authorized in 10 U.S.C. 18234 (reference (c)).

4.2.6. Approve operation and maintenance-funded minor construction, and maintenance and repair projects in accordance with applicable law.

4.2.7. Approve projects using funds specifically identified as minor construction in accordance with applicable law and DoD policy, including requirements for congressional committee notification.

4.2.8. Provide membership and implementing instructions for the Joint Service Reserve Component Facility Boards.

4.2.9. Coordinate with other Military Departments to ensure that placement of Reserve component units shall not adversely affect the ability of other Military Department Reserve component units to obtain or maintain the manpower necessary for them to achieve satisfactory personnel readiness levels and to ensure greatest practical use of any facility constructed or improved.

4.2.10. Ensure maximum use, maintenance and repair of existing facilities and coordination with other Military Services to determine availability and use of existing facilities and/or joint use of planned facilities.

4.2.11. Request approval of the Assistant Secretary of Defense (Economic Security) for major land acquisitions.

4.2.12. Select the host Reserve Service and establish the minimum standards for each Joint Reserve Base and/or Installation and/or Enclave.

5. PROCEDURES

Procedures are described in enclosures 1-6.

6. INFORMATION REQUIREMENTS

The "Reserve Component Military Construction Unfunded Proposals Report" is assigned Report Control symbol DD-RA(BI)1768.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Deborah R. Lee". The signature is fluid and cursive, with the first name "Deborah" and last name "Lee" being the most prominent parts.

Deborah R. Lee
Assistant Secretary of Defense for
Reserve Affairs

Enclosures - 6

1. Organizational Structure and Responsibilities of the Joint Service Reserve Component Facility Boards
2. Real Property Acquisition Methods, Joint Construction, and Design Criteria
3. Reserve Component Facilities Functional Criteria
4. Criteria for Joint Federal and State Agreements Covering Contributions of Federal Funds to the States for National Guard Facilities
5. Reserve Component Military Construction Unfunded Proposals Report
6. Procedures for Placement of Reserve Component Units in local Communities

E1. ENCLOSURE 1

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF THE JOINT SERVICE RESERVE COMPONENT FACILITY BOARD

E1.1. GENERAL

The Joint Service Reserve Component Facility Board for each State (hereafter referred to as the "board") is established to assist in carrying out the policy stated in Section 18231(2) of 10 U.S.C. (reference (c) and subsection 3.4. of DoD Directive 1225.7 (reference (a)). Within each State, the board will consider the joint use of facilities by units of two or more Reserve components to the greatest practicable extent for efficiency and economy. The mission of the board is to maximize usage of Reserve component land, facilities, and installations by promulgating joint use by two or more Reserve component services.

E1.1.1. The board's composition should be such that collectively it has knowledge of the majority of DoD and State military facilities and lands within its State.

E1.1.2. The board must review each proposed Reserve component construction project annually and comment on its joint-use potential. The board should consider all excess Government properties as well as all installations to be affected by closure or realignment action. All projects proposed to be included in an annual Reserve Forces Military Construction Program shall be reviewed by the respective boards before being submitted to the OSD. If the project is not included in the program for the fiscal year which it was first proposed, the board will review the project again before it is included in the program for any subsequent fiscal year.

E1.1.3. While conducting the reviews, boards may contact offices, Agencies, and individuals in the Department of Defense that have responsibility for Reserve components facilities matters. Boards may initiate separate studies and surveys, and report their recommendations through appropriate channels to the Secretaries of the Military Departments concerned. Boards are encouraged to share lessons learned with other boards and the Military Department.

E1.1.4. The board is not limited to review of the proposed projects. It may as a body make recommendations to the Assistant Secretary Defense for Reserve Affairs (ASD (RA)) on any facility needs of the Reserve components of that State that would enhance readiness and provide, in their view, a significant return for the investment.

E1.1.5. The board shall clearly describe in the minutes why facilities are approved for unilateral use.

E1.1.6. The board shall review all available economic analysis, manpower potential reviews, and environmental documentation before to approval of a project.

E1.1.7. The board prepares and submits its minutes to the Office of the Assistant Secretary of Defense for Reserve Affairs (Materiel and Facilities) [OASD (RA) (M&F)] Pentagon, Washington, DC 20301-1500 in the format of attachments 1, 2, and 3 to this enclosure.

E1.1.8. All board approved projects will be reported in minutes with a component assigned project number as shown in attachment 3 of this enclosure.

E1.1.9. Minutes may be submitted electronically via the internet or on a floppy disk. However, all submissions must meet formatting requirements shown in attachments 1-3 of this enclosure.

E1.2. BOARD MEMBERSHIPS

Each board shall consist of principal members and alternate members appointed as follows:

E1.2.1. Each Secretary of a Military Department shall appoint one principal member and one alternate member to the board of each State to serve for an indefinite period on a part-time basis. In addition, the Secretary of the Navy shall appoint a Marine Corps member to each State board where Marine Corps Reserve and/or active Marine Corps facilities exist. The requirement for a board principal member and alternate member shall not apply for Military Departments that have only recruiting activities in a State.

E1.2.2. The Adjutant General of each State, territory, and the Commonwealth of Puerto Rico, and the Commanding General of the National Guard of the District of Columbia should appoint one Army National Guard principal member, one Army National Guard alternate member, one Air National Guard principal member and one Air National alternate member to their respective boards. The principal and alternate members shall serve with, or be employed by, the National Guard in their National Guard component as full-time military or as a technician. The principal member, or in his/her absence the alternate member, shall represent the State in facilities matters

under consideration by the respective board.

E1.2.3. When the Coast Guard is operating as a Service in the DoT, the Commandant of the Coast Guard may designate a representative to serve in a non-voting capacity on boards in States where Coast Guard Reserve training units are, or may be, located. Coast Guard representatives may not serve as Chair.

E1.2.4. The Chair of each board shall rotate annually, in-turn, among the principal members. If a member is reassigned while serving as Chairperson, the board membership shall choose a Chairperson for the unexpired term.

E1.2.5. The Army National Guard Joint Reserve Component Facility Board member appointed by the State Adjutant General shall store the records. This allows for continuity in recordkeeping and provides DoD and the Services with a stable point of contact. The ARNG representative (Recordkeeper) may also be the Chairperson during his or her in-turn rotation.

E1.2.6. Board membership data (mailing address, telephone numbers, etc.) will accompany Board minutes in the format shown in attachment 2 of this enclosure.

E1.3. RULES OF PROCEDURE

Except as prescribed herein, the rules of procedure for each board shall be those established by the board.

E1.3.1. Each board shall convene at the call of its Chairperson, but will meet at least once each fiscal year (at least once every 12 months).

E1.3.2. A quorum shall consist of all principal members, provided that an alternate member shall be deemed a principal member if the principal member from his or her organization is absent.

E1.3.3. Actions of the board shall be by majority vote with each member having one vote.

E1.3.4. Board review and analysis of each Reserve component project shall be recorded on DD Form 2162 "Joint Service Reserve Component Facility Board (JSRCFB) Project Analysis." Copies of the completed form shall be retained by the project sponsor and archived by The Adjutant General appointed Army National Guard recordkeeper. Electronic generation of DD Form 2162 is encouraged provided that

such electronic generation maintains the design integrity of the form; does not add, delete, or alter data elements; and does not change their sequential presentation.

E1.3.5. Minutes of board meetings, reports, and studies approved by the board shall bear the signature and title of each member. See attachments 1-3 to this enclosure for the format of board minutes.

E1.3.6. Any principal member, or in the principal member's absence, the relevant alternate member, who disagrees with the majority opinion of the board, may require that a minority report be included in the records of the board's proceedings.

E1.3.7. The Chairperson shall ensure that copies of the minutes with attachments or summaries of meetings, studies, surveys, appropriate DD Form 2162, or reports and recommendations prepared by the board shall be furnished to each principal member, alternate member, and the Recordkeeper in a timely manner. The Chair shall also ensure that information received relative to the minutes, from the OASD (RA) (M&F), will be disseminated to each principal member and alternate member. The Chair shall forward the board meeting minutes with attachments directly to the Office of the Assistant Secretary of Defense, Reserve Affairs, (Materiel and Facilities), Pentagon, Washington, DC 20301-1500.

E1.3.8. Upon receipt of the Board minutes from the chairperson, the head of the OASD (RA) (M&F) shall promptly distribute copies of the minutes to the Military Departments. Military Departments may forward comments to the OASD (RA) (M&F).

E1.3.9. The Recordkeeper shall maintain a current and historical file of board minutes, membership, meetings, actions, and other items as appropriate. The position, Recordkeeper, is not intended to alleviate or remove any responsibility from the Chairperson nor is this individual intended to be the board Recording Secretary.

Attachments - 3

1. Board Meeting Minutes format of the Joint Service Reserve Component Facility Board (State, Commonwealth, Territory, or the District of Columbia)
2. Membership format of the Joint Service Reserve Component Facility Board (State Commonwealth, Territory, or the District of Columbia)
3. Project Listing format of the Joint Service Reserve Component Facility Board (State, Commonwealth, Territory, or the District of Columbia)

E1.A1. ATTACHMENT 1 TO ENCLOSURE 1

(FORMAT)

BOARD MEETING MINUTES

JOINT SERVICE RESERVE COMPONENT FACILITY BOARD

(STATE, COMMONWEALTH, TERRITORY OR DISTRICT OF COLUMBIA)

A. CONVENING THE BOARD

In accordance with DoD Directive 1225.7, dated March 18, 1996, the board held a meeting at ____ hours on _____ at _____.

B. ATTENDANCE - use format in DoD Instruction 1225.XX, enclosure 1, attachment 2, Board Membership.

C. ACTION ON MINUTES OF PREVIOUS MEETINGS

D. PROJECT SUMMARIES

1. Number of projects reviewed ____
2. Number recommended for joint construction ____
3. Number recommended for unilateral construction ____
4. Number not recommended for construction ____

E. PROJECT LISTING - use format in attachment 3 (Project Listing), of this enclosure.

F. PROJECT RECOMMENDATIONS

1. For each project considered by the board, provide a statement of acquisition alternatives considered and basis for each rejection leading to the chosen option. This may be done in the body of the minutes or in the project remarks section of attachment 3 (Project Listing), of this enclosure.

2. If recommendation is for unilateral construction, include a statement explaining why the project was not recommended for joint construction. This may be done in the body of the minutes or in the project remarks section of attachment 3 (Project Listing), of this enclosure.

G. OTHER BUSINESS. In this section, summarize any other business or recommendation of the board.

H. NEXT MEETING. Provide a statement of the planned date for the next meeting and place.

I. ADJOURNMENT. Provide a statement noting completion or disposition of all matters before the board and time of adjournment.

J. AUTHENTICATION. Signatures of principal (or alternate) members on the Board Membership List will authenticate the board minutes.

E1.A2ATTACHMENT 2 TO ENCLOSURE 1

(FORMAT)

BOARD MEMBERSHIP

JOINT SERVICE RESERVE COMPONENT FACILITY BOARD

(STATE, COMMONWEALTH, TERRITORY OR DISTRICT OF COLUMBIA)

Term of Current Board - Day/Month/Year to Day/Month/Year

<u>Board Chairperson</u>	<u>Signature</u> _____
	Rank and Name (first, middle initial, last)
	Component (ARNG, USAR, ANG, USAFR, USNR, USMCR, etc.)
	Work/Office Address
	City/Zip Code
	Commercial Phone Number
	DSN Phone Number
	Fax Number - e-mail address

Record Keeper - (must be ARNG member)(may also be the chairperson)

Other Principal Members - (same information listed above required on each individual)

Alternates - (same information listed above required on each individual)

E1.A3. ATTACHMENT 3 TO ENCLOSURE 1

(FORMAT)

PROJECT LISTING

JOINT SERVICE RESERVE COMPONENT FACILITY BOARD

(STATE, COMMONWEALTH, TERRITORY OR DISTRICT OF COLUMBIA)

Date of Board Meeting - Day/Month/Year[illegible]

Note: This Project Listing does not negate the requirement for DD Form 2162 in the analysis process

E2. ENCLOSURE 2

REAL PROPERTY ACQUISITION METHODS JOINT CONSTRUCTION AND DESIGN CRITERIA

E2.1. FACILITY ACQUISITION METHODS

E2.1.1. The acquisition of new facilities and the expansion, major rehabilitation, or replacement of existing facilities shall be done using the most cost-effective methods. Economic analyses, program evaluations, and budgetary documentation of Reserve component facilities requirements shall be made in accordance with applicable DoD Instructions and Directives in the 7000 series of DoD 5025.1-I (reference (f)).

E2.1.2. In fulfilling Reserve Component facilities requirements, the following alternatives and/or methods shall be considered:

E2.1.2.1. Joint construction of a new facility by two or more Reserve components or with an active component. If such construction at a single location cannot be done concurrently for some presently irreconcilable reason, the design and siting of the initial structure shall include provisions for future expansion.

E2.1.2.2. Full use of existing, partially used facilities of other Reserve components and the active components.

E2.1.2.3. Use of existing real property facilities excess to the needs of the Military Departments or other Federal Agencies by transfer, use agreement, or permit.

E2.1.2.4. Lease or donation of privately or publicly owned facilities that meet the need or can be modified at reasonable cost to meet the need.

E2.1.2.5. Construction of additions to existing Reserve component and active component facilities, or on property controlled by them, with provision for maximum joint or common use of existing space and facilities.

E2.1.2.6. Purchase of existing real property facilities that meet the need without uneconomical remodeling or renovating.

E2.1.2.7. Maximum use of facilities identified as excess by Active and Reserve components during base closure and realignment actions as allowed by law.

E2.1.2.8. Unilateral construction of a new facility by one Reserve component only when supported by a Joint Service Reserve Component Facility Board that has carefully reviewed all other acquisition methods and found them impractical or uneconomical.

E2.1.2.9. No major land acquisition proposals may be made public through a request for proposals, notice of intent to perform environmental analysis, or other official notice without the approval of the Assistant Secretary of Defense (Economic Security). A major land acquisition is the purchase, withdrawal from public domain, lease or permit from individuals or Government entities, or any other type of use agreement involving more than 1,000 acres, or when the estimated purchase price of land or annual lease price exceeds \$1 million. Any action to initiate an Environmental Assessment or to issue a Notice of Intent for an Environmental Impact Statement may be taken only with Deputy Secretary of Defense approval. The Deputy Secretary of Defense also must approve a Record of Decision or Finding of No Significant Impact to proceed with a major land acquisition before being issued.

E2.1.2.10. Encourage divestiture of facility leases where economically feasible.

E2.2. JOINT FACILITIES

E2.2.1. The Military Department's Reserve components shall jointly acquire and use facilities to the fullest practical extent. When unilateral acquisition and use are proposed, factual justification must be provided to support the conclusion that joint facilities are not practical or economically advantageous to the Federal Government.

E2.2.2. Each component shall program design and construction costs for joint facilities, as follows:

E2.2.2.1. Exclusive Use. One hundred percent of the design and construction costs for exclusive-use areas shall be programmed by the using component.

E2.2.2.1.1. Interior exclusive-use areas are those that shall be used 100 percent by a component (such as offices), component-unique training and storage areas, etc.

E2.2.2.1.2. Outside exclusive-use areas include component-designated

military vehicle parking, pavement and fencing, security lighting, fuel dispensing systems, separate maintenance, and storage buildings.

E2.2.2.2. Common Use. The design and construction costs for common-use areas shall be programmed on a pro rata share basis by the using components.

E2.2.2.2.1. Pro rata is defined as the ratio of the component's authorized strength to the total authorized strength for the facility.

E2.2.2.2.2. Interior common-use areas include assembly halls, classrooms, latrine facilities, corridors, stairwells, circulation areas, and mechanical equipment rooms.

E2.2.2.2.3. Rifle ranges and food preparation and scullery areas shall be treated as common-use areas if required by two or more components participating in a joint construction project.

E2.2.2.2.4. Outside common-use areas include site preparation, utilities, walks, pavements, and privately owned vehicle parking.

E2.3. DESIGN CRITERIA

E2.3.1. To provide adequate project scopes and cost estimates and ensure early program execution. Reserve components shall have all military construction projects at the 65 percent design-complete stage at the time the budget is submitted to OSD. When the Department of Defense submits a biennial budget, this 65 percent rule applies to projects submitted as the first-year program. The concept design rules discussed in subsection E3.2., below, apply to those projects submitted for the second-year program. The 65 percent design-completion criteria will provide a project that is ready for award during the budget year. A detailed cost estimate using unit prices and quantities for structures, utilities, and appurtenances that incorporate the most current scope and criteria will be used to make this calculation.

E2.3.2. When there is a biennial budget, the following constitutes 35 percent design and/or concept and/or Type A design for the second-year program:

E2.3.2.1. The component engineer has established a project documentation book with the basic features, materials, systems, and related costs necessary to meet the functional requirements of a facility. This includes:

E2.3.2.1.1. Elements such as site plans, architectural floor layouts, building sections, finish schedules, and general preliminary mechanical and electrical system layouts, existing utility surveys, capacities, and sizes.

E2.3.2.1.2. Design assumptions, calculations, economic analysis, energy conservation and special features.

E2.3.2.1.3. Cost estimate developed on a unit cost systems basis from the preliminary design and specifications. Lump sum costing should be kept to a minimum.

E2.3.2.2. Parametric estimates may be used when this method is the approved norm for the Reserve component's Military Department.

E2.3.2.3. For a site adaptation of an existing design or a standard design, site engineering and a cost estimate based on that site and the adapted design are required to meet the design criteria indicated in paragraph E2.3.2.1., above.

E2.3.3. Waivers to the design policy for individual military construction projects may be granted by the Secretaries of the Military Departments. The ASD (RA) shall be notified of any waiver at least seven working days before submission of the Reserve component military construction budget to OSD.

E3. ENCLOSURE 3

RESERVE COMPONENT FACILITIES FUNCTIONAL CRITERIA

E3.1. GENERAL

E3.1.1. Purpose. This guidance provides general facilities policy for the Reserve components.

E3.1.2. Technical Guidance. Where specific guidance is not provided, Service developed technical criteria shall apply.

E3.1.3. Implementation. Each Service shall publish a regulation to implement this guidance for its Reserve components through detailed criteria.

E3.1.4. Readiness. Facilities shall be constructed so as to make the greatest contribution to readiness, and promote economy and efficiency.

E3.1.5. Joint Use. All opportunities shall be explored for combining or integrating proposed facility requirements with the existing or proposed facility requirements of other Services and within the Service. Unilateral construction must be addressed on DD Form 2162 and supported by an analysis that substantiates it as the only viable alternative.

E3.1.6. Existing Facilities. Maximum use shall be made of existing facilities to accomplish proposed facility requirements, partially or fully.

E3.1.7. Standard Designs. Definitive designs of major facility components or complete buildings shall be accomplished and used where possible.

E3.1.8. Flexibility. Facilities shall be designed so as to lend themselves to occupancy by new units, reorganized units, and units with new missions, with a minimum of additional construction.

E3.1.9. Redundant Space. Space shall not be constructed in more than one place for the performance of individual and/or single functions.

E3.1.10. Economical Design. Reserve component facilities shall be designed in an economical manner, but shall ensure life-cycle economy of construction.

E3.1.11. Environmental. Reserve component facilities shall comply with all environmental laws.

E3.1.12. Accessibility. Facilities, such as armories, built for able bodied military personnel, but utilized at times by the general public must follow the Americans with Disabilities Act, Accessibility Guidelines (ADAAG).

E3.1.13. Economic Analysis for New Construction. An economic analysis must be completed prior to all new construction requests estimated to cost in excess of \$2 million in accordance with Section 60301.e. of DoD 7000.14-R, Volume 2B, reference (g). The analysis must substantiate unilateral construction, support alteration or rehabilitation, and address privatization.

E3.2. STANDARDS OF CONSTRUCTION

New facilities shall generally be of high quality construction and consistent with their anticipated useful life and utilization. All facilities shall be similar to those of the active components with modifications to account for periodic usage. These modifications should result in less costly projects. Designs and site development shall make applicable provisions for future expansion.

E3.3. UNACCOMPANIED PERSONNEL HOUSING (UPH) AT MAJOR TRAINING AREAS (MTA)

E3.3.1. The required number of barracks may be based on the authorized strength of units the installations are designed to accommodate at any one time.

E3.3.2. The Military Service will establish the MTA standard. The standard may be at a lesser standard than the Service's permanent party unaccompanied personnel housing standard. Open bay barracks are authorized at the Service's discretion.

E3.3.3. Permanent party military (Active and Reserve component) assigned to Reserve component MTA are authorized only host service standard UPH.

E3.4. LOCAL TRAINING AREAS

For those training areas where cantonment-type construction is not justified, facilities may be consistent with training facilities in a field environment. Construction may be

semi-permanent or permanent and shall comply with environmental and pollution control regulations. Temporary construction is authorized for facilities such as field kitchens, mess shelters, tent pads, and logistic facilities. Ranges and training courses may be authorized when justified. Installation of utilities, construction of roads, security fencing, fuel dispensing systems, and other similar projects shall be considered on an individual basis and must comply with all environmental requirements.

E3.5. OTHER FACILITIES

Other facilities required on an infrequent basis, and for which specific criteria are not provided here, shall be established by the Military Service for criteria of similar facilities, but adjusted in accordance with the actual mission requirements.

E3.6. AIRFIELD REQUIREMENTS

Special requirements for airfield runways, taxiways, aprons, navigational and approach aids, airfield lighting, arresting gear installations, and related airfield facilities should be determined in the same manner as for active forces when located at active installations. Adherence to these requirements at other locations may be modified by applicable Military Department regulations or Federal Aviation Administration criteria.

E3.7. ADMINISTRATIVE SPACE

Wherever possible, administrative space shall be open. Joint use space shall have only the minimum essential number of offices constructed and provide maximum flexibility for office usage changes. Wherever possible, offices should be joint-use and the number of exclusive offices kept to a minimum.

E3.8. STORAGE

Facilities shall include adequate space for storage of equipment in the proper locations (home station, mobilization station, central storage, etc.).

E3.9. UNACCOMPANIED PERSONNEL QUARTERS (HOME STATION)

Requirement for quarters for Reserve component personnel shall include an economic

analysis of constructing unaccompanied personnel quarters on the installation versus contract billeting with commercial establishments. Unaccompanied Enlisted Personnel Housing (UEPH) standards, contained in Secretary of Defense Memorandum, November 6, 1995, may be used when approved by the Assistant Secretary of Defense (Reserve Affairs).

E3.10. INDOOR RANGES

New indoor ranges may be programmed and built. However, they should remain in service in that capacity. Conversion of existing ranges to other uses must not be a detriment to any Service marksmanship program or any national marksmanship program.

E3.11. MEDICAL FACILITIES

Construction of medical treatment facilities (i.e., facility category 500) is programmed by the Assistant Secretary of Defense (Health Affairs). Medical unit and individual training facilities fall into facility category 171 and should be programmed by the Services.

E4. ENCLOSURE 4

CRITERIA FOR JOINT FEDERAL AND STATE AGREEMENTS COVERING CONTRIBUTIONS OF FEDERAL FUNDS TO THE STATES FOR NATIONAL GUARD FACILITIES

E4.1.1. A separate Joint Federal and State Agreement shall be executed for each project to be constructed on State-owned land involving contributions of both State and Federal military construction funds, according to the following criteria and procedures:

E4.1.1.1. All work on a project described in 10 U.S.C. 18233 (a) (2), (3), or (4) (reference (c)) shall be done according to the laws of the State concerned and under the supervision of State officials. These and other projects shall be inspected and approved by the Secretary of the Military Department concerned, or a designee. Such inspection and approval shall ensure that work supported by Federal funds complies with approved plans, specifications, criteria, and standards. The exception is for projects described in Section 18233(a)(2)(3), or (4) of reference (c), which allows services of Federal construction agents (Corps of Engineers, the Commander, Naval Facilities Engineering Command, or the U.S. Property and Fiscal Officer of the State) to be used for design and construction of facilities. A Federal agent may be used for federally funded National Guard facilities to be constructed on Federal land.

E4.1.2. The State shall certify that:

E4.1.2.1. It has the legal authority and necessary funds to accomplish its share of the design cost before design initiation and before construction bid authorization.

E4.1.2.2. It has a perfected title to, or other adequate property interest in, acceptable real estate located in an area where local laws and ordinances shall permit the intended use.

E4.1.2.3. The agreement is legal and binding and that its execution is duly authorized.

E4.1.3. Plans, specifications, and cost estimates shall be approved by the Federal Government.

E4.1.4. Unless terminated under section E4.1.10., below of this enclosure the agreement shall remain in full force and effect for the full term of the agreement.

E4.1.5. When a facility is to be used jointly by two or more Reserve components, the agreement shall:

E4.1.5.1. Identify all space, both inside and outside the building or buildings, as follows:

E4.1.5.1.1. To be used and maintained exclusively by federally designated Reserve components.

E4.1.5.1.2. To be used jointly by all Reserve components assigned to the facility.

E4.1.5.2. Prescribe the Federal and State shares of the cost of maintaining the common-use space, both inside and outside the buildings.

E4.1.5.3. Prescribe schedules for the use of the facilities by the various Reserve components, including procedures for resolving scheduling conflicts.

E4.1.6. When a project is done by State contract, the contract shall be let in accordance with the State laws and under applicable Federal regulations. All contracts, change orders, and supplemental agreements involving a contribution of Federal funds shall be subject to prior approval by the Federal Government.

E4.1.7. The Federal Government shall:

E4.1.7.1. Determine which Federal costs incurred or to be incurred are allowable under the terms and conditions of the agreement.

E4.1.7.2. Advise the State of this determination, in writing, before the State executes any contract, according to applicable DoD military construction policies and criteria.

E4.1.8. The State shall maintain an accounting system that is acceptable to the Federal Government. This system shall cover both the construction work and the subsequent maintenance and operation of those facilities supported with Federal contributions, including those facilities to be used jointly by other Reserve components.

E4.1.9. When a facility is to be constructed or operated by State contract:

E4.1.9.1. A commitment of DoD appropriations shall be recorded based on a

signed agreement with the State.

E4.1.9.2. An obligation of DoD appropriations shall be recorded based upon receipt of a signed contract issued by the State to construct the facility.

E4.1.9.3. Federal funds shall be provided upon approval of contractor's requests for progress and final payments. Approval of requests for payments shall be based on State government certifications of the status of work completed on the facility.

E4.1.10. The agreement shall contain a clause, and existing agreements may be so amended, to permit termination of the agreement before expiration of the fixed term and subject to the approval of the Secretary of the Military Department concerned, provided that:

E4.1.10.1. When the existing facility is adequate and still required by one or more of the assigned Reserve components, the State agrees to replace the facility in-kind without further Federal contribution and executes an agreement on the replacement facility for the unexpired term of the agreement to be terminated.

E4.1.10.2. When the existing facility is no longer required by any of the assigned Reserve components, the State agrees to reimburse the Federal Government for its equity in the facility, calculated as that proportion of the Federal contribution as the unexpired term of the agreement bears to the full term of the agreement. Secretaries of the Military Departments may waive this clause for individual facilities.

E5. ENCLOSURE 5

RESERVE COMPONENT MILITARY CONSTRUCTION UNFUNDED PROPOSALS REPORT

E5.1. GENERAL

The purpose of this report is to substantiate and analyze the Reserve component's military construction proposals that have been proposed but not funded. The Reserve components shall compile the report biennially and submit it to ASD(RA) by April 30 of the even numbered years; e.g., 1992, 1994, 1996. The report shall reflect Reserve component military construction projects that have been proposed but not funded as of March 31 of the reporting year.

E5.2. REPORT FORMAT

The Reserve components shall provide the report in two parts consisting of the project listing and the construction summary.

E5.2.1. Project Listing. A project listing of all military construction projects by State, location, and project title, with current working estimate, shall be provided.

E5.2.1.1. The list shall include all military construction projects currently proposed to be constructed in support of an approved mission. Construction proposals that have not been authorized through the current fiscal year Military Construction Acts shall be included. For example, the list submitted April 30, 1996, should not include fiscal year (FY) 1997 projects under consideration by Congress, but it should include all projects included in the Service FY 1998-2003 Program Objective Memorandum and projects in the Long Range Construction Program.

E5.2.1.2. All projects fall into two broad categories: those that support NEW missions and/or weapon systems, and those that support CURRENT missions and weapon systems. Within each of those categories, there are three types of construction:

E5.2.1.2.1. Modernization. Projects for major repairs, alterations, or criteria upgrades, and/or additions to an existing facility with minimal changes in functional purpose and size.

E5.2.1.2.2. Replacement. Projects for the construction of a similar facility (includes demolition of an existing facility, when required to construct a replacement facility).

E5.2.1.2.3. New Construction. Projects for the construction of a new facility or additions to an existing facility.

E5.2.2. Construction Summary. The format at attachment 1 to this enclosure shall be used to report the construction summary. The report shall be coded to indicate new or current mission and modernization, replacement, or new construction for each listed project.

Attachments - 1.

1. Reserve Component Military Construction Unfunded Proposals Summary

E5.A1. ATTACHMENT 1 TO ENCLOSURE 5

RESERVE COMPONENT MILITARY CONSTRUCTION UNFUNDED PROPOSALS SUMMARY

RESERVE COMPONENT: _____

REPORT DATE: _____

TYPE OF CONSTRUCTION
(\$ M)

<u>CATEGORY</u>	<u>MODERNIZATION</u>	<u>REPLACEMENT</u>	<u>NEW CONSTRUCTION</u>	<u>TOTAL</u>
-----------------	----------------------	--------------------	-------------------------	--------------

New missions and/or
Weapon Systems

Current Mission and/or
Weapon Systems

E6. ENCLOSURE 6

PROCEDURES FOR PLACEMENT OF RESERVE COMPONENT UNITS IN LOCAL COMMUNITIES

E6.1. GENERAL

When approval is sought for the placement of a new Reserve component unit in a local community or before making expenditures for a Reserve component facility, the Military Department concerned shall review the Reserve component manpower potential of the area to determine whether it is adequate to meet and maintain the authorized strengths (approved manning levels) of its Reserve component units considering the factors outlined in section E6.2., below. This review shall address, but not be limited to, sections E6.2 through E6.4., below.

E6.2. MANPOWER POTENTIAL

The manpower potential of the area shall include the following:

E6.2.1. Age, education, and/or work skill distribution of the population.

E6.2.2. Determining if a potential recruiting conflict will exist among Military Departments in specialized skills of prior Service personnel. Requests for this information may be submitted to the following: Director, Defense Manpower Data Center, 99 Pacific Street, Suite 155A, Monterey, California 93940-3231.

E6.2.3. Industrial and professional community composition, as related to skill requirements of the units.

E6.2.4. Any manpower factors that might affect Reserve component participation in the area.

E6.2.5. The history of authorized and actual strength of the Reserve component units in the area, the authorized strength of units allocated to the area but not yet activated of all Reserve components, and other items relating to the following:

E6.2.5.1. Community attitude toward Reserve component units.

E6.2.5.2. Projected growth and composition of the population.

E6.2.5.3. Enlistment and reenlistment trends of other Reserve component units in the geographic area.

E6.2.5.4. Travel distance to field training sites, particularly for weekend training.

E6.2.5.5. Availability of commissioned officers.

E6.2.6. Environmental impact of unit location on the community.

E6.3. CERTIFICATION

E6.3.1. If a determination is made to proceed with locating the unit in the local community following the procedures in section E6.2. of this enclosure the Military Department concerned shall coordinate with other Military Departments and State Adjutants General having or desiring to establish Reserve component units in the area. Based on this coordination, the following statement shall be included in project justification documents:

"The Reserve manpower potential to meet and maintain authorized officer and enlisted strengths of all Reserve units in the areas where units are to be located has been reviewed in accordance with the procedures described in DoD Directive 1225.7. It has been determined, in coordination with the other Military Departments having Reserve units in the area, that the number of Reserve components presently located in the area, and those units having been allocated to this area for future activation, is not and shall not be larger than the number that reasonably may be maintained at authorized strength."

E6.3.2. The above statement shall be certified by the Reserve component chief, or designee, and retained in the project file by the Reserve component concerned.

E6.3.3. Individual determination statements shall be consolidated by the Reserve components and included as a program statement when the military construction program is submitted to the Secretary of Defense for congressional review.

E6.4. FACILITIES

The procedure for establishing or expanding a unit in local communities first shall consider joint use of existing facilities by units of two or more Reserve components.

Acquisition, by purchase, lease transfer, construction expansion, rehabilitation, or conversion of facilities for the Reserve components shall be in accordance with 10 U.S.C. 18234 (reference (c)).